

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140088-6						CONTROL NO. 100140088-6			
PREPARE IN DUPLICATE						DDS/OTR/OS-7			
1. TITLE OF REPORT (If a fill-in report include Form No.)  End-of-Course Report					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)						
4. NO. OF COPIES PREPARED  5	5. FREQUENCY (weekly, monthly, quarterly, etc.)  As Needed (end of each course)		6. DISTRIBUTION (No. of components not number of copies)  2 (Ops School & DDP/TRO)						
7. FORMAT (memorandum, form, computer print-out, etc.)  Memo	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT  OTR Notice 25-2, March 1961						
10. PREPARING COMPONENT (include lowest level contributing information to report)  OTR/OS/ST		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  0							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		2.5		27.50		ca. 60		1650.00
GS- 6	4.00		2		8.00		ca. 60		480.00
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR						2130.00			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Required by DTR and senior Training Officers and by others to evaluate individual courses. To evaluate otherwise would cost more.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE							ESTIMATED SAVINGS MAN-HOURS 0 DOLLARS 0 STAT		
16. DATE OF INVENTORY  5 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140088-6 Chief, Operations School/IR					18. EXTENSION  <input type="checkbox"/>		